## Calendar of Events

### September
- 3: First Day for students
- 7: Labour Day
- 17: Anti-Bullying Day
- 24: Meet the Teacher
- Sept 28-Oct 2: Gr. 3 Assessments

### October
- 5: Picture day
- 9: Professional Development Day (no school)
- 12: Thanksgiving Day (Holiday)
- 21: FCC Food Drive
- 23: Provincial In-service (No School)

### November
- 6: Assessment & Evaluation Day (no school)
- 11: Remembrance Day (in lieu) -- No School
- 17: First Term Report cards sent home
- 25: Evening Parent-Teacher
- 27: AM Parent-Teacher; PM In-service

### December
- Gr. 5 Christmas Bazaar
- Christmas Dinner
- PTG Breakfast with Santa
- 15: Christmas Concert
- 18: Last day of classes prior to Christmas Break

### January
- 4 Classes resume
- Primary Registration

### February
- PTG Valentine’s Dance
- 15: February Holiday

### March
- 7-11 Spring Fever Week
- 14-18: MARCH BREAK (inclusive)
- 25: Good Friday (Holiday)
- 28: Easter Monday (Holiday)

### April
- 5: Second Term Report cards sent home
- 14: Evening Parent-Teacher
- 15: AM Parent-Teacher; PM In-service
- Dance Presentation

### May
- CCJHS Respect Ed. Visit Gr:5
- Hub town Fun Run: Wear blue
- 16: Professional Development Day (no school)
- 23: Victoria Day (Holiday)
- Spring Concert
- Primary Orientation
- Gr. 5 to CCJHS

### June
- Field Day
- 27-28: Marking Day (no school for students)
- 29 Report Card Day (1 hr of school for students)
- PTG Spring Fling
- PTG Gr. 5 Grad

## Staff Directory

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Natalie McInnis</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Andrea Kolstee</td>
</tr>
<tr>
<td>Primary Teacher</td>
<td>Joanne Harnish</td>
</tr>
<tr>
<td>Primary-1 Teacher</td>
<td>Charity Gracey</td>
</tr>
<tr>
<td>Grade 1 Teacher</td>
<td>Karen Archibald-Waugh</td>
</tr>
<tr>
<td>Grade 2 Teacher</td>
<td>Kim Merriam</td>
</tr>
<tr>
<td>Grade 3 Teacher</td>
<td>Heather Teal</td>
</tr>
<tr>
<td>Grade 3/4 Teacher</td>
<td>Tracey MacKay</td>
</tr>
<tr>
<td>Grade 5 Teacher</td>
<td>Laurel Debay</td>
</tr>
<tr>
<td>Program Support Teachers</td>
<td>Jovita Martell</td>
</tr>
<tr>
<td>Music Teacher</td>
<td>Michelle Thibault</td>
</tr>
<tr>
<td>Phys Ed Teacher</td>
<td>Tracey MacKay</td>
</tr>
<tr>
<td>ELS/Reading/Recovery</td>
<td>Katrina Murphy</td>
</tr>
<tr>
<td>Education Assistants:</td>
<td>Ann Marie White, Angela O’Connell, Julien Henderson, Karen Tucker</td>
</tr>
<tr>
<td>Cook</td>
<td>Peggy Patterson</td>
</tr>
<tr>
<td>Custodian</td>
<td>Cathy Fisher</td>
</tr>
<tr>
<td>Student Monitor:</td>
<td>Betty Day</td>
</tr>
<tr>
<td>Speech Language Pathologist</td>
<td>Kerry Chisholm</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Julie Franc</td>
</tr>
<tr>
<td>Computer Technician</td>
<td>Neil Isenor</td>
</tr>
<tr>
<td>School Liaison Officer</td>
<td>Cst. Lori Morash</td>
</tr>
<tr>
<td>Guidance</td>
<td>Sarah MacPhee</td>
</tr>
<tr>
<td>Library</td>
<td>Mondays</td>
</tr>
<tr>
<td>Music</td>
<td>Tuesday &amp; Thursday</td>
</tr>
<tr>
<td>PE</td>
<td>Wednesday &amp; Friday</td>
</tr>
<tr>
<td>Autism Support</td>
<td>Kerry Chisholm- Wed.</td>
</tr>
<tr>
<td>Gr. 4 &amp; 5 Core French</td>
<td>Janet Gale Addis</td>
</tr>
<tr>
<td>Behaviour Support</td>
<td>Andrea Bentham</td>
</tr>
</tbody>
</table>

## Kids Help Line

1-800-668-6868
**SCHOOL HOURS**

8:00 - 8:20 a.m.  Arrival of busses
8:20 a.m.  Announcements and O Canada
10 - 10:15 a.m.  Recess
12:00 - 12:40 p.m.  Outdoor playtime / lunch
2:05 p.m.  Dismissal to busses.

**Please Note:**
Teacher supervision of students begins at 8:05 a.m.
Parents are asked to please make sure children are not dropped off before 8:05 a.m. Thank you.

**CAFETERIA**

- All foods comply with the Provincial Healthy Foods in Schools Policy.
- Healthy Recess snacks available daily for Purchase.
- Those without lunch will be offered food from the Breakfast Program.
- Order forms are sent home on Wednesdays. Please send in your order and payment by Friday morning to ensure your selection.
- Milk is Available for $0.40 everyday

**$4.00 hot lunch includes:**
- main menu item
- milk/ juice, add $1.00 for Chocolate Milk

Alternative / additional items such as sandwiches, salad, veggie plate, yogurt, juice, etc. are also available daily.

**SAFETY**

If your child will be absent for the day, or late arriving, please call the school @ 896-5560 by 8:00 a.m. This will ensure we know your child is safe!

If you are leaving a message, please include your child’s name, grade and reason they will be absent.

If your child is ill or has a contagious condition, such as a cold, flu, lice, pink eye, fever, fifths disease, etc., please keep your child home.

**Cobequid Consolidated Elementary students will:**

- arrive on time
- be dressed appropriately for outdoor activities at recess and lunch
- know their phone number and after school transportation arrangements
- remove hats upon entry to the building
- wear clean indoor sneakers inside the school
- listen to and respond appropriately to adults
- know their Phys Ed and library days and be prepared with necessary items
- wear clothing that appropriately covers shoulders, stomach & which does not display disrespectful or inferred words or logos. Shorts and skirts must be knee length. Spaghetti straps and low neck lines are not acceptable.
- not bring personal electronic devices or toys to school. Cell phones must be turned off and put away upon entry. The school will not be responsible for these items if brought to school & end up lost or stolen.
- No pets without prior approval by the teacher. We have students with allergies and anxieties.
- have a change of dry clothing in their backpack (younger students)
- no pop, suckers or gum
- consume food & beverages in the cafeteria or outside at recess only
- recycle juice, milk, plastic water bottles in recycling containers provided
- use the Internet and school materials appropriately
- be responsible for financial restitution if they damage school property (Parents will be notified of any such incidents.)
- we encourage students to have water bottles in class, juice is not permitted

**ASSEMBLY**

We strive to acknowledge positive behaviors. Teachers use the clothespin behavior target system as a visual add to help students to monitor and self-regulate behaviors. Each month we have a virtues assembly and a draw as recognition for students that are exemplifying.
**ARRIVALS**

It is the parent’s responsibility to supervise their child at the bus stop. Vehicles must be parked in the parking lot. Do not leave vehicles unattended at anytime in front of the school as this is a fire lane and it becomes difficult for busses to get through especially when the sun is in the driver’s eyes. Anyone entering the building during school hours, should first report to the Administration Office.

**DISMISSAL**

- Parents/relatives picking students up after school must sign their child out at the office so our bus dismissal runs efficiently and all students are accounted for.

- If you need to pick your child up early, please send a note to the teacher that morning. Parent/Guardians must provide written permission for a child to leave the school premises with any other adult.

  Students must have the teacher’s permission to use the phone. Students will not be permitted to call home to arrange visits with friends or after school activities.

- Plans for students to travel home with another student or for extracurricular activities must be made before arriving at school as they will need written permission.

- You must check on bus seating availability before making alternate after-school plans. Some busses do not have room. Bus changes cannot be made to accommodate play dates or birthday parties.

- Bus drivers must be advised in writing, with a specific address, if a student will be getting off the bus at a stop other than the student’s regular stop.

**COMMUNICATION**

There is a real partnership between what we do here at school and what the home can do to help each child grow. Regular communication is vital.

Please call the school if you have a problem or drop in to see us!

Teachers send home information on a regular basis and with the use of report cards, parent teacher appointments, and special meeting nights/events; we strive to keep you as well informed as possible. Please try to attend scheduled meetings and functions. The more involved you, as a parent, can be, the more enhanced the educational program will be.

Unless there is an emergency, teachers do not accept phone calls during instructional time. In the rare case that you have an emergency transportation change, please speak to the Administrative Assistant. Do not leave messages for transportation changes.

You can also help us to help your child by keeping us informed as well. Respond with your comments on report cards, send notes to your child’s teacher and sign the agenda daily as it is a valuable communication tool.

Please call the school if you have a problem or drop in to see us!

The Provincial Code of Conduct will be provided by the Department of Education & Early Childhood Development. www.ednet.ns.ca
**Reporting Student Progress**

Parents will receive three reports on their child’s progress throughout the year. Your child will receive a report card at the end of first, second and third terms. Parent interviews will be arranged after first and second reports have gone home. We also encourage parents to contact their child’s teacher (896-5560) if there are any concerns throughout the year.

**School Supplies**

School Supplies will be purchased by the school at a cost of $30.00 per student in grades P-5. Each student will be supplied with an agenda by the school. Students are asked to bring their own backpack, clean indoor sneakers, a lunch bag, when necessary, and dress appropriate clothing for Physical Education. Students in Grades Primary and One may want to have a change of clothing in their backpack in case of a washroom accident. It is important for students to be able to dress themselves independently for indoor and outdoor activities. Please ensure your child can button/zip his/her own jacket. If your child cannot tie, please send Velcro sneakers.

**Homework Policy**

All students are expected to read each night. Students in P-3 do not have homework. Practicing basic Math facts is a great way to support your child.

**Scent Sensitive Environment**

*No scented products please*

**Peanut / Nut Free School**

*No peanut or nut products permitted*

**Birthdays**

Schools are obliged to respect the Food and Nutrition in Nova Scotia School policy. Class treats will be limited to once a month. If you intend to bring a healthy snack in for the class, you must receive prior approval from the classroom teacher and abide by the nut free policy and any in-class allergies.

Invitations will not be distributed at school.

**Physical Education**

*“Students are responsible for knowing what days they have PE & for bringing required Phys Ed clothing.”*

Students are required to have a pair of sneakers, shorts or stretchy pants and a T-shirt for their Physical Education classes. Students are marked for having their proper PE clothing and for program participation. We do not have room to house additional footwear. Please only send one pair of clean indoor sneakers.

**Library**

Students have the opportunity to borrow books on a weekly basis from our well-stocked school library shelves. Students are responsible to look after these books and return their books on time. Lost or damaged books will be charged to the student.

**P-3 Curriculum**

There is a new streamlined innovative curriculum for all P-3 classes. There is a focus on Literacy and Math. Other subjects will be integrated into these areas. Reports will focus on Literacy and Math with reports for Phys. Ed. and Music in second and third terms.
**School Advisory Council**

Our SAC is comprised of parent representatives across the school catchment area. Its role is to focus on school improvement and to give input to the Principal on school matters. We are currently in need of a SAC chair. Meetings will be set in the fall. If you are interested in joining, please email Mrs. McInnis.

**PTG**

Cobequid Consolidated Elementary School has an actively involved PTG in our school community. Its’ purpose is to provide a cooperative and positive atmosphere for bringing together parents, staff and students in activities regarding social recreational and related financial initiatives under the School's directive, to support our students through extracurricular and enrichment opportunities. They organize fundraising activities, help with costs for field trips, and many other activities throughout the year. All funds raised are to be used in that school year. Our President is Jaclyn Hendsbee.

**Volunteers**

The staff and students greatly appreciate the volunteers who spend many hours at the school. This service is a valuable one which we hope to continue with your assistance. All volunteers must complete a Child Abuse Registry and Criminal Background check. If you would like to volunteer, please contact the school for the necessary paperwork. This process can take weeks, so it is recommended you pick up a package at the office and complete it at the beginning of the year if you intend to volunteer or attend a field trip. Child Abuse Registry approval letters are sent directly to the applicant. To finalize your volunteer package, you must provide a copy to the school board. We need Breakfast Program Volunteers. Please contact Mrs. McInnis if you are able to help.

**Medication**

- Children with a serious or chronic need for medication during the school day, will need an authorization form filled out. All administration of medication during the school day will be in accordance with this form.
- The administration of oral medication may only occur when such medication has been prescribed by a physician and/or authorized in writing by the parent/guardian.
- Medicine must be in a container which carries a prescription label specifying the medication, the dosage, method of storage, the dates for which the authorization applies and possible side effects, if any.

**Closure / Early Dismissal**

If school will be closed for the day due to inclement weather, it will be announced on local radio stations and www.ccrsb.ca. It is up to the bus driver’s discretion to go on back roads when the weather is inclement. If the bus does not travel on the road in the morning, it will not travel on it in the afternoon regardless of weather conditions.

If an emergency situation arises through the day which requires dismissing students early, an announcement will be sent to local radio stations for broadcast and we will make every effort to contact every home using the email address and/or numbers you have provided to determine that someone knows your child will be arriving home earlier than scheduled. Please ensure that you advise the office if any of your contact numbers change throughout the year and discuss early closure arrangements with your child. On your registration form, we specify your preferred method of contact. In the event of an emergency, we will contact you using the ALERT system via your preferred method of communication (phone, text or email).
**Playground Expectations**

- **Hands off policy.** Always keep your hands and feet to yourself at all times. During tag, tap and remove your hand immediately.
- Only walk on or near the equipment. (This includes on the pea gravel under the equipment.) Run on the grass or the fields.
- Wait for an adult before going outside.
- Stay away from the drains and ditches.
- Use the swings in the seated position and give others turns.
- Only slide down the slide in a seated position with feet first.
- Play ball in the fields. At lunch, the upper field is available.
- Use school equipment only. No library books, stuffed animals, electronics, trading cards, toys, balls or items from home.
- No sitting or climbing on top of the equipment or blocking others on the equipment.
- **Morning recess:** Put all litter in the garbage or compost provided.
- No food or drinks outside at lunch.
- Ask permission to go to the washroom. We would prefer that you use the washroom on your way outside.
- Line up quietly and immediately when the bell rings. Carry all equipment and return it where it belongs. Enter the halls quietly. Remove all caps.
- Wash your hands before going to lunch. Use the washroom, if necessary, so you will not need to leave the cafeteria. (We only have 20 minutes to eat.)
- Dress for the weather. Students need to take any clothes with them when they go outside.
- Report anyone who is or appears to be injured to an adult right away.
- **Indoor Recesses:** No balls or equipment. Quiet activities only. No running or chasing.
- Teachers will shut the outside doors after the last students enter the building. Outside doors will be closed at recess and lunch. An adult will be the first one out and the last one in.

**Cafeteria Expectations**

- Wash your hands and use the washroom, if necessary, before coming into the cafeteria.
- Remain in your seat except for going to the garbage. (No visiting others during eating.) Speak softly, so the adults can hear if someone is hurt or in distress.
- Eat at your assigned tables. Push in your chair to avoid spills and to help other people to have space to walk behind you.
- If you ordered, pick up your ticket and your hot lunch prior to getting a seat. (No saving seats or changing seats)
- Always walk quietly.
- Raise your hand for assistance.
- Remain seated until your class is asked to line up.
- Push in your chairs softly when you get up.
- Keep feet off chair seats. (This dirty the chairs that other students sit in.)
- Sort out your items to throw away (compost, garbage, milk, juice, liquids).
- If lights are turned off- freeze: stop talking and look at the adults for instructions. You may continue to eat as you listen.
- No sharing food.
- No pop, suckers, gum, peanuts or nut products.
- Line up quietly to meet your teacher.
- Opened drinks must be consumed or poured out prior to exiting the cafeteria, especially milk.
- Advise an adult if you do not have a lunch.

Mrs. Merriam’s Grade 2 class is participating in the Roots of Empathy program.
# Cobequid Consolidated Elementary School
## PEBS Code of Conduct Matrix Expectations

<table>
<thead>
<tr>
<th>Hallways/ Common Areas</th>
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<th>Hallways/ Common Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be on time and prepared</td>
<td>Always give your best effort</td>
<td>Wear indoor tied shoes</td>
<td>Accept responsibility for your words and actions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be respectful of classes in session; use inside behavior</td>
<td>Use active listening skills and indoor voices</td>
<td>Hands and feet to yourself</td>
<td>Be respectful of classroom rules and routines</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Use materials appropriately</td>
<td>Keep the area neat and tidy</td>
<td>Recycle, reduce, and reuse.</td>
<td>Water only in classrooms, no other beverages.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Washrooms</td>
<td>Washrooms</td>
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<td>Washrooms</td>
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</tr>
<tr>
<td>Respect others’ personal space and privacy</td>
<td>Be prompt</td>
<td>Go empty-handed</td>
<td>Use quiet voices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use playground equipment appropriately and return toys to the bins</td>
<td>Flush toilet after use</td>
<td>Wash hands with soap and water</td>
<td>Turn off taps and put trash in garbage</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Use school play equipment. Do not bring toys from home.</td>
<td>Never chasing on or near the equipment. Running only on the grass.</td>
<td>Practice fair play</td>
<td>Report any problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Always listen to the adult.</td>
<td>Play safely and respect others’ personal space</td>
<td>Stay in your area</td>
<td>Report safety concerns with an adult on duty right away</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Cobequid Consolidated Elementary School
“Hands Off” always

Respect for self, for others, for the environment and for learning
<table>
<thead>
<tr>
<th>Lunch Room</th>
<th>Lunch Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Use “I Messages” with peers. If this doesn’t work, talk to an adult</td>
<td>✓ Wash hands before eating. Go to the washroom at this time.</td>
</tr>
<tr>
<td>✓ Keep all grass, rocks, ice, snow, etc. on the ground</td>
<td>✓ Walk in quietly when given permission</td>
</tr>
<tr>
<td>✓ Bring nut-free products to eat and only eat your own lunch</td>
<td>✓ Use a soft conversation voice and appropriate table manners</td>
</tr>
<tr>
<td>✓ Stay seated in the appropriate area while eating</td>
<td>✓ Push your chair and clear off your table when you are finished eating</td>
</tr>
<tr>
<td>✓ Make one trip to sort items into the appropriate recycling bins when finished eating</td>
<td>✓ Show respect to each other and the adults on duty</td>
</tr>
<tr>
<td>✓ Ask permission to leave (for emergencies only)</td>
<td>Lunch Room</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Use quiet voices and listen attentively</td>
<td>✓ Leave items in the proper place</td>
</tr>
<tr>
<td>✓ Leave items in the proper place</td>
<td>✓ Treat materials with respect</td>
</tr>
<tr>
<td>✓ Line up quietly and wait patiently to sign out books</td>
<td>✓ Return books on time</td>
</tr>
<tr>
<td>✓ Return books on time</td>
<td>✓ Show appreciation to the volunteers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assemblies</th>
<th>Assemblies</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Enter and wait quietly and patiently for the speaker to begin</td>
<td>✓ Sit appropriately in the designated area</td>
</tr>
<tr>
<td>✓ Sit appropriately in the designated area</td>
<td>✓ Respect others’ personal space</td>
</tr>
<tr>
<td>✓ Listen attentively</td>
<td>✓ Respond politely during appropriate times</td>
</tr>
<tr>
<td>✓ Respond politely during appropriate times</td>
<td>✓ Ask permission to leave (for emergencies only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bus</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Enter and exit the bus safely</td>
<td>✓ Follow the bus rules and respect the driver</td>
</tr>
<tr>
<td>✓ Follow the bus rules and respect the driver</td>
<td>✓ Act and speak in a soft, kind, respectful way to others</td>
</tr>
<tr>
<td>✓ Act and speak in a soft, kind, respectful way to others</td>
<td>✓ Keep hands, feet, and objects to yourself</td>
</tr>
<tr>
<td>✓ Keep hands, feet, and objects to yourself</td>
<td>✓ Stay seated, facing forward, keeping aisles clear</td>
</tr>
<tr>
<td>✓ Stay seated, facing forward, keeping aisles clear</td>
<td>✓ Wait for the bus in the designated area</td>
</tr>
<tr>
<td>✓ Wait for the bus in the designated area</td>
<td>✓ Line up promptly and quietly</td>
</tr>
<tr>
<td>✓ Line up promptly and quietly</td>
<td>✓ Bring only safe/ appropriate small toys if permitted by the bus driver</td>
</tr>
</tbody>
</table>

November 5, 2012
We reviewed the student handbook in class on September 3, 2015.
Signed
___________________________
(Student)
___________________________
(Teacher)

We reviewed the student handbook in class on January 4, 2016.
Signed
___________________________
(Student)
___________________________
(Teacher)

We reviewed the student handbook in class on April 18, 2016.
Signed
___________________________
(Student)
___________________________
(Teacher)

**HAVE YOU READ THIS HANDBOOK?**

To indicate that you have read through this handbook, and have discussed its contents with your child, please sign the space below. If you have questions regarding the contents of this handbook please call the school at 896-5560.

Thank you for your continued support.

Signed
___________________________
(Student)
___________________________
(Parent)

**PARENTS, PLEASE REMEMBER TO CHECK AND SIGN THE AGENDA EVERY NIGHT.**